

CITY COURT OF ABBEVILLE, LOUISIANA**Financial Report****Year Ended December 31, 2010**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 7/13/11

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Darnall, Sikes, Gardes & Frederick.

(A Corporation of Certified Public Accountants)

Accountant's Review Report

The Honorable Richard J. Putnam, III, Judge
City Court of Abbeville, Louisiana

We have reviewed the accompanying financial statements of the governmental activities and the major fund of City Court of Abbeville, Louisiana, a component unit of the City of Abbeville, Louisiana, as of and for the year ended December 31, 2010, which collectively comprise the City Court's basic financial statements as listed in the table of contents, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. All information included in these financial statements is the representation of management of City Court of Abbeville, Louisiana.

A review consists principally of inquiries of City Court of Abbeville, Louisiana personnel and analytical procedures applied to financial data. It is substantially less in scope than an audit in accordance with generally accepted auditing standards, the objective of which is the expression of an opinion regarding the financial statements taken as a whole. Accordingly, we do not express such an opinion.

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in conformity with generally accepted accounting principles.

The City Court of Abbeville, Louisiana has not presented management's discussion and analysis that the Governmental Accounting Standards Board has determined is necessary to supplement, although not required to be a part of, the basic financial statements.

Darnall, Sikes, Gardes & Frederick

A Corporation of Certified Public Accountants

Abbeville, Louisiana
June 16, 2011

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GOVERNMENT-WIDE FINANCIAL STATEMENTS

CITY COURT OF ABBEVILLE, LOUISIANA

Statement of Net Assets
December 31, 2010

ASSETS

Current assets:	
Cash	\$ 100
Interest-bearing deposits	575,564
Investments	<u>60,982</u>
Total current assets	<u>636,646</u>
Capital assets:	
Equipment	53,814
Furniture and fixtures	<u>29,036</u>
	82,850
Less: accumulated depreciation	<u>(76,278)</u>
Total capital assets, net of accumulated depreciation	<u>6,572</u>
Total assets	<u>\$ 643,218</u>

LIABILITIES

Current liabilities:	
Accounts payable	\$ 2,113
Due to other agencies	386,675
Deferred revenue	<u>93,884</u>
Total liabilities	<u>482,672</u>

NET ASSETS

Invested in capital assets	6,572
Unrestricted	<u>153,974</u>
Total net assets	<u>\$ 160,546</u>

See accompanying notes and accountant's report.

CITY COURT OF ABBEVILLE, LOUISIANA

Statement of Activities
Year Ended December 31, 2010

<u>Functions/Programs</u>	<u>Expenses</u>	<u>Program Revenues Charges for Services</u>	<u>Net (Expense) Revenue And Changes in Net Assets</u>
			<u>Governmental Activities</u>
Governmental activities:			
General government	\$ 295,785	\$ 230,111	\$ (65,674)
	General Revenues:		
	Interest income		<u>7,092</u>
	Change in net assets		(58,582)
	Net assets – beginning		<u>219,128</u>
	Net assets – ending		<u>\$ 160,546</u>

See accompanying notes and accountant's report.

FUND FINANCIAL STATEMENTS

CITY COURT OF ABBEVILLE, LOUISIANA

Balance Sheet
Governmental Fund
December 31, 2010
(With Comparative Totals as of December 31, 2009)

	<u>2010</u>	<u>2009</u>
ASSETS		
Cash	\$ 100	\$ 100
Interest bearing deposits	575,564	615,067
Investments	<u>60,982</u>	<u>60,341</u>
Total assets	<u>\$ 636,646</u>	<u>\$ 675,508</u>
LIABILITIES AND FUND EQUITY		
Liabilities:		
Accounts payable	\$ 2,113	\$ 2,085
Due to other agencies	386,675	373,343
Deferred revenue	<u>93,884</u>	<u>90,660</u>
Total liabilities	<u>482,672</u>	<u>466,088</u>
Fund equity:		
Fund balance -		
Unreserved, undesignated	<u>153,974</u>	<u>209,420</u>
Total liabilities and fund equity	<u>\$ 636,646</u>	<u>\$ 675,508</u>
 Total fund balance for governmental funds	 \$ 153,974	 \$ 209,420
Amounts reported for governmental activities in the statement of net assets are different because:		
Capital assets used in governmental activities are not financial resources, and, therefore, are not reported in the funds	<u>6,572</u>	<u>9,708</u>
Net assets of governmental activities	<u>\$ 160,546</u>	<u>\$ 219,128</u>

See accompanying notes and accountant's report.

CITY COURT OF ABBEVILLE, LOUISIANA

**Statement of Revenues, Expenditures, and Changes in Fund Balance
Governmental Fund
Year Ended December 31, 2010
(With Comparative Totals for the Year Ended December 31, 2009)**

	<u>2010</u>	<u>2009</u>
Revenues:		
Court costs	\$ 138,847	\$ 284,596
Fines	91,264	173,539
Interest	<u>7,092</u>	<u>8,031</u>
Total revenues	<u>237,203</u>	<u>466,166</u>
Expenditures:		
Current -		
Salaries and payroll taxes	75,281	66,341
Conferences and meetings	7,013	7,047
Office expenses	21,935	20,249
Telephone	3,730	3,859
Professional fees	4,500	4,500
Janitorial service	2,160	2,100
Miscellaneous	2,335	2,164
Repair and maintenance	221	458
Dues and subscriptions	1,781	3,447
Computer service	3,300	3,770
Court costs -		
Indigent defender's board	25,994	53,294
City Marshall - fees	24,685	53,574
City Marshall - holding facility	5	-
Louisiana commission on law enforcement	1,708	3,749
City of Abbeville - witness fees	10,690	21,770
City of Abbeville - intoxilizer fees	710	1,856
Acadiana crime lab	11,847	18,692
Vermilion Parish District Attorney	130	170
Department of Public Safety	-	135
Case information systems	1,619	3,693
Louisiana rehab services - HSCI	995	2,757
Court fines -		
City of Abbeville	90,538	171,514
Vermilion Parish Police Jury	726	2,025
Capital outlay		
Equipment	<u>746</u>	<u>2,714</u>
Total expenditures	<u>292,649</u>	<u>449,878</u>
Excess (deficiency) of revenues over expenditures	(55,446)	16,288
Fund balance, beginning	<u>209,420</u>	<u>193,132</u>
Fund balance, ending	<u>\$ 153,974</u>	<u>\$ 209,420</u>

See accompanying notes and accountant's report.

CITY COURT OF ABBEVILLE, LOUISIANA

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance
Of the Governmental Fund to the Statement of Activities
Year Ended December 31, 2010
(With Comparative Totals for the Year Ended December 31, 2009)

	<u>2010</u>	<u>2009</u>
Net change in fund balance - governmental fund	\$ (55,446)	\$ 16,288
Amounts reported for governmental activities in the statement of activities are different because:		
Governmental funds report capital outlays as expenditures, however, in the statement of activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense -		
- Capital outlay expenditures	746	2,714
- Depreciation expense	<u>(3,882)</u>	<u>(5,565)</u>
Change in net assets of governmental activities	<u>\$ (58,582)</u>	<u>\$ 13,437</u>

See accompanying notes and accountant's report.

CITY COURT OF ABBEVILLE, LOUISIANA

**General Fund
Budgetary Comparison Schedule
Year Ended December 31, 2010**

	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original</u>	<u>Final</u>	<u>Amounts</u>	<u>Final Budget</u>
				<u>Positive</u>
				<u>(Negative)</u>
Revenues:				
Court costs	\$ 305,000	\$ 130,325	\$ 138,847	\$ 8,522
Fines	203,000	96,266	91,264	(5,002)
Interest	6,000	1,825	7,092	5,267
Total revenues	<u>514,000</u>	<u>228,416</u>	<u>237,203</u>	<u>8,787</u>
Expenditures:				
Current -				
Salaries and payroll taxes	65,000	72,921	75,281	(2,360)
Conferences and meetings	8,000	8,681	7,013	1,668
Office expenses	18,000	16,442	21,935	(5,493)
Telephone	3,900	3,730	3,730	-
Professional fees	4,500	4,500	4,500	-
Janitorial service	2,160	2,160	2,160	-
Miscellaneous	5,000	3,094	2,335	759
Repair and maintenance	1,000	221	221	-
Dues and subscriptions	8,000	8,672	1,781	6,891
Computer service	3,600	3,300	3,300	-
Court costs -				
Indigent defender's board	58,000	26,236	25,994	242
City Marshall - Fees	58,000	24,855	24,685	170
City Marshall - Holding facility	-	5	5	-
Louisiana commission on law enforcement	4,000	1,709	1,708	1
City of Abbeville - Witness fees	24,000	10,911	10,690	221
City of Abbeville - Intoxilizer fees	2,000	835	710	125
Acadiana crime lab	20,000	11,677	11,847	(170)
Vermilion Parish District Attorney	300	170	130	40
Department of Public Safety	200	-	-	-
Case management information systems	4,000	1,635	1,619	16
Louisiana rehab services - HSCI	2,900	1,065	995	70
Court fines -				
City of Abbeville	200,000	95,818	90,538	5,280
Vermilion Parish Police Jury	3,000	448	726	(278)
Capital outlay				
Equipment	3,000	746	746	-
Total expenditures	<u>498,560</u>	<u>299,831</u>	<u>292,649</u>	<u>7,182</u>
Excess (deficiency) of revenues over expenditures	15,440	(71,415)	(55,446)	15,969
Fund balance, beginning	<u>209,420</u>	<u>209,420</u>	<u>209,420</u>	<u>-</u>
Fund balance, ending	<u>\$ 224,860</u>	<u>\$ 138,005</u>	<u>\$ 153,974</u>	<u>\$ 15,969</u>

See accompanying notes and accountant's report.

CITY COURT OF ABBEVILLE, LOUISIANA

Notes to Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City Court of Abbeville, Louisiana (City Court) was created under Louisiana Revised Statute 13:1872 as a political subdivision of the State of Louisiana. The Court operates under the control of the City Judge, an elected official serving a term of six years.

The accounting and reporting policies of the City Court conform to generally accepted accounting principles as applicable to governments. Such accounting and reporting procedures also conform to the requirements of Louisiana Revised Statute 24:517 and to the guides set forth in the *Louisiana Government Audit Guide* and to the industry audit guide, *Audits of State and Local Governmental Units*.

The following is a summary of certain significant accounting policies:

Financial Reporting Entity

This report includes all funds which are controlled by or dependent upon the City Court Judge. City Court is a component of a financial reporting entity with the City of Abbeville, Louisiana being the primary government.

Government-Wide and Fund Financial Statements

The government-wide financial statements report information on all of the activities of the government. Both the government-wide and fund financial statements categorize primary activities as governmental.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Items not properly included among program revenues are reported as *general revenues*.

A separate financial statement is provided for the governmental fund.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when the liability is incurred, regardless of the timing of the related cash flows.

Government fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or as soon enough thereafter to pay liabilities for the current period. For this purpose, the government considers revenues to be *available* if they are collectible within the current period or soon enough thereafter, within 60 days of the end of the current fiscal period, to pay liabilities of the current period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting.

CITY COURT OF ABBEVILLE, LOUISIANA

Notes to the Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

City Court of Abbeville, Louisiana has the following fund type:

Governmental Fund –

The focus of the governmental fund's measurement (in the fund statement) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental fund of City Court:

General Fund

The General Fund is the general operating fund of City Court. It is used to account for all financial resources except those required to be accounted for in another fund.

Capital Assets

All capital assets purchased or acquired are reported at historical cost or estimated historical cost. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Equipment	5-7 years
Furniture and fixtures	7-10 years

Budgetary Practices

The budget is adopted on a basis consistent with generally accepted accounting principles (GAAP). Budgeted amounts included in the accompanying financial statements are as originally adopted and as finally amended by the City Court Judge.

Interest-Bearing Deposits

Interest-bearing deposits are stated at cost, which approximates market.

Salaries and Compensated Absences

Salaries include amounts paid for part-time office staff, as well as monthly payments to the Clerk of Court and other full-time employees. Salaries do not include amounts paid to the City Judge, City Marshall, nor the regular salaries of the Clerk of Court and other full-time employees, which are paid by the Vermilion Parish Police Jury and the City of Abbeville. Employee benefits such as retirement, health insurance and compensated absences are also provided by the City of Abbeville. No liability has been accrued for compensated absences since the City Court is not responsible for those costs.

CITY COURT OF ABBEVILLE, LOUISIANA

Notes to the Financial Statements

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Encumbrances

Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is not employed by City Court.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Comparative Data

Comparative total data for the prior year have been presented in the accompanying financial statements in order to provide an understanding of changes in the government's financial position and operations.

NOTE 2 CASH AND INTEREST-BEARING DEPOSITS

Under state law, the City Court may deposit funds within a fiscal agent bank organized under the laws of the State of Louisiana, the laws of any other state in the Union, or the laws of the United States. The City Court may invest in certificates and time deposits of state banks organized under Louisiana law and national banks having principal offices in Louisiana. At December 31, 2010, the City Court had cash and interest-bearing deposits (book balances) totaling \$575,664 as follows:

Cash on hand	\$ 100
General Fund - Criminal account	95,606
General Fund - Special account	478,833
General Fund - Juvenile Probation account	<u>1,125</u>
Total	<u>\$ 575,664</u>

These deposits are stated at cost, which approximates market. Under state law, these deposits, (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank. These securities are held in the name of the pledging fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties.

CITY COURT OF ABBEVILLE, LOUISIANA

Notes to the Financial Statements

NOTE 2 CASH AND INTEREST-BEARING DEPOSITS (Continued)

Deposit balances (bank balances) at December 31, 2010, are secured as follows:

Bank balances	\$ 583,698
Federal deposit insurance	<u>250,000</u>
Balance uninsured	333,698
Pledged securities (Category 3)	<u>442,833</u>
Excess FDIC insurance and pledged securities	<u>\$ 109,135</u>

Pledged securities in Category 3 include uninsured or unregistered investments for which the securities are held by the broker or dealer, or by its trust department or agent, but not in City Court's name. Even though the pledged securities are considered uncollateralized (Category 3), state law imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by City Court that the fiscal agent has failed to pay deposited funds upon demand.

NOTE 3 INVESTMENTS

Investments consist of the following certificates of deposit:

<u>Institution</u>	<u>Term</u>	<u>Maturity Date</u>	<u>Interest Rate</u>	<u>Amount</u>
Bank of Abbeville	6 months	4/14/2011	1.10%	\$ 30,000
Abbeville Building & Loan	18 months	3/10/2012	2.25%	<u>30,982</u>
				<u>\$ 60,982</u>

The investment balances are fully secured by FDIC insurance.

CITY COURT OF ABBEVILLE, LOUISIANA

Notes to the Financial Statements

NOTE 4 CAPITAL ASSETS

	Balance December 31, 2009	Additions	Deletions	Balance December 31, 2010
Capital Asset Cost:				
Equipment	\$ 53,068	\$ 746	\$ -	\$ 53,814
Furniture and fixtures	<u>29,036</u>	<u>-</u>	<u>-</u>	<u>29,036</u>
	<u>\$ 82,104</u>	<u>\$ 746</u>	<u>\$ -</u>	<u>\$ 82,850</u>
Accumulated Depreciation:				
Equipment	\$ 44,422	\$ 3,032	\$ -	\$ 47,454
Furniture and fixtures	<u>27,974</u>	<u>850</u>	<u>-</u>	<u>28,824</u>
	<u>\$ 72,396</u>	<u>\$ 3,882</u>	<u>\$ -</u>	<u>\$ 76,278</u>
Net Capital Assets	<u>\$ 9,708</u>	<u>\$ (3,136)</u>	<u>\$ -</u>	<u>\$ 6,572</u>

NOTE 5 DEFERRED REVENUE

In late 1989, the City Court instituted a policy to accept partial payments of court costs and fines. Prior to this, a sentenced individual was required to pay the assessed court costs and fines in full or serve time in jail. Due to the shortage and cost of jail facilities it was decided that a series of partial payments would be accepted until the complete court assessed fine was paid out. Collections of partial payments are deposited into a separate checking account called the "special account". The balance in this cash account at December 31, 2010 was \$478,833 consisting of approximately \$93,884 expected to be recognized as revenue in the future, \$375,537 to be disbursed to various governmental agencies, and \$9,412 representing accumulated interest earnings that have not yet been transferred to the criminal account.

SUPPLEMENTAL INFORMATION



(A Corporation of Certified Public Accountants)

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Independent Accountant's Report on Applying Agreed-Upon Procedures

To the Honorable Richard J. Putnam, III, Judge
City Court of Abbeville, Louisiana

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Elise B. Fauchoux, CPA

We have performed the procedures included in the *Louisiana Government Audit Guide* as enumerated below, which were agreed to by the management of City Court of Abbeville, Louisiana and the Legislative Auditor, State of Louisiana, solely to assist the users in evaluating management's assertions about City Court of Abbeville's compliance with certain laws and regulations during the year ended December 31, 2010 included in the accompanying *Louisiana Attestation Questionnaire*. This agreed-upon procedures engagement was performed in accordance with standards established by the American Institute of Certified Public Accountants and applicable standards of *Government Auditing Standards*. The sufficiency of these procedures is solely the responsibility of the specified users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Public Bid Law

1. Select all expenditures made during the year for material and supplies exceeding \$30,000, or public works exceeding \$150,000, and determine whether such purchases were made in accordance with LSA-RS 38:2211-2251 (the public bid law).

There were no expenditures made during the year ended December 31, 2010 for materials and supplies exceeding \$30,000.

Code of Ethics for Public Officials and Public Employees

2. Obtain from management a list of the immediate family members of each board member as defined by LSA-RS 42:1101-1124 (the code of ethics), and a list of outside business interests of all board members and employees, as well as their immediate families.

Management provided us with the required list including the noted information.

3. Obtain from management a listing of all employees paid during the period under examination.

Management provided us with the required list.

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4. Determine whether any of those employees included in the listing obtained from management in agreed-upon procedure (3) were also included on the listing obtained from management in agreed-upon procedure (2) as immediate family members.

None of the employees included on the list of employees provided by management in agreed-upon procedure (3) appeared on the list provided by management in agreed-upon procedure (2).

Budgeting

5. Obtained a copy of the legally adopted budget and all amendments.

Management provided us with a copy of the original budget and one amendment.

6. Trace the budget adoption and amendments to the minute book.

The City Court of Abbeville is not required to keep minutes.

7. Compare the revenues and expenditures of the final budget to actual revenues and expenditures to determine if actual revenues failed to meet budgeted revenues by 5 % or more or if actual expenditures exceed budgeted amounts by 5% or more.

We compared the revenues and expenditures of the final budget to actual revenues and expenditures. Actual revenues for the year ended December 31, 2010 did not fail to meet budgeted amounts by more than 5%. Actual expenditures for the year ended December 31, 2010 did not exceed budgeted amounts by more than 5%.

Accounting and Reporting

8. Randomly select 6 disbursements made during the period under examination and:

- (a) trace payments to supporting documentation as to proper amount and payee;

We examined supporting documentation for each of the six selected disbursements and found that payment was for the proper amount and made to the correct payee.

- (b) determine if payments were properly coded to the correct fund and general ledger account; and

We examined supporting documentation for each of the six selected disbursements and found that one payment was miscoded by general ledger account, and five payments were properly coded by fund and general ledger account.

- (c) determine whether payments received approval from proper authorities.

Inspection of documentation supporting each of the six selected disbursements indicated approval from the proper authorities.

Meetings

9. Examine evidence indicating that agendas for meetings recorded in the minute book were posted or advertised as required by LSA-RS 42:1 through 42:12 (the open meetings law).

The City Court of Abbeville had no requirements under the open meetings law.

Debt

10. Examine bank deposits for the period under examination and determine whether any such deposits appear to be proceeds of bank loans, bonds, or like indebtedness.

We inspected copies of bank deposit slips for the period under examination and noted no deposits which appeared to be proceeds of bank loans, bonds, or like indebtedness.

Advances and Bonuses

11. Examine payroll records and minutes for the year to determine whether any payments have been made to employees which may constitute bonuses, advance, or gifts.

We inspected payroll records and minutes for the year and noted no instances which would indicate payments to employees which would constitute bonuses, advances, or gifts.

We were not engaged to, and did not perform an examination, the objective of which would be the expression of an opinion on management's assertions. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of management of City Court of Abbeville, Louisiana and the Legislative Auditor, State of Louisiana, and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purposes. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

Dannall, Sikes, Gaudes & Frederick

A Corporation of Certified Public Accountants

Abbeville, Louisiana
June 16, 2011

CITY COURT OF ABBEVILLE, LOUISIANA

Schedule of Management Letter Findings and Corrective Action Plan
Year Ended December 31, 2010

The following finding was reported to management in a separately issued management letter:

ML (01-2010) Reconciliation and Maintenance of Subsidiary Detail of Partial Payment Deposits

Finding: City Court accepts partial payments of court fines and deposits these partial payments in a separate bank account. City Court was unable to provide a subsidiary listing by payee which reconciled to amounts on deposit in the partial payment bank account. While City Court has a system of filing receipts of partial payments that provides some detail as to the composition of the current cash balance, no effort has been made to reconcile this filing system to cash balances.

Recommendation: City Court should establish procedures to maintain a subsidiary listing of partial payments that can regularly be reconciled to cash balances.

Corrective Action Plan: City Court intends to investigate the deficiencies in its system of accounting for partial payments and implement procedures to mitigate those deficiencies.

Status: This finding is unresolved.

LOUISIANA ATTESTATION QUESTIONNAIRE
(For Attestation Engagements of Government)

_____ (Date Transmitted)

DARNALL, SIKES CPA'S

P. O. BOX 727

ABBEVILLE, LA 70511

(Auditors)

In connection with your review of our financial statements as of [date] and for the year then ended, and as required by Louisiana Revised Statute 24:513 and the *Louisiana Governmental Audit Guide*, we make the following representations to you. We accept full responsibility for our compliance with the following laws and regulations and the internal controls over compliance with such laws and regulations. We have evaluated our compliance with the following laws and regulations prior to making these representations.

These representations are based on the information available to us as of (date of completion/representations).

Public Bid Law

It is true that we have complied with the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration and the State Purchasing Office.

Yes [☒] No [☐]

Code of Ethics for Public Officials and Public Employees

It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes [☒] No [☐]

It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes [☒] No [☐]

Budgeting

We have complied with the state budgeting requirements of the Local Government Budget Act (R.S. 39:1301-16), R.S. 39:33, or the budget requirements of R.S. 39:1331-1342, as applicable.

Yes [☒] No [☐]

Accounting and Reporting

All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes [☒] No [☐]

We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes [☒] No [☐]

We have had our financial statements reviewed in accordance with R.S. 24:513.

Yes [☒] No [☐]

Meetings

We have complied with the provisions of the Open Meetings Law, provided in R. S. 42:1 through 42:13.

Yes [☒] No []

Debt

It is true we have not incurred any indebtedness, other than credit for 90 days or less to make purchases in the ordinary course of administration, nor have we entered into any lease-purchase agreements, without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes [☒] No []

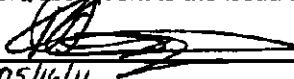
Advances and Bonuses

It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

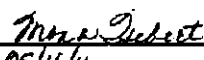
Yes [☒] No []

We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you any known noncompliance that may occur subsequent to the issuance of your report.



Date 05/16/11 Secretary RICHARD POTNAM, JR.
CITY JUDGE



Date 05/16/11 Treasurer MONA HEBERT
CLERK OF COURT

Date President